



You can Access A-Train anywhere by going to <https://ar.train.org/>

For any questions about the site contact Amanda Stanisor at 501-661-2871.

STEP 1: Go to <https://ar.train.org/>

**To have a Visual for each step skip the information below and go straight to slide 2 or just follow the STEPS below:**

STEP 2: To Create an account click the "JOIN" button.

STEP 3: Review Each of the TRAIN Policies before continuing.

STEP 4: Check the Box for "I agree to these TRAIN policies"

STEP 5: Click "Next" Button

STEP 6: Complete ALL "Required Fields"

Organization name = Your Company Name

Department/Division = Your Department within the Company

STEP 7: Complete "Optional Fields" as desired.

STEP 8: Make sure **BOTH** boxes ARE checked so you will receive NECESSARY Emails.

STEP 9: Click "Next" Button

STEP 10: Click "Select Groups" button next to "State Portal"

STEP 11: Select "Arkansas" from the Drop down menu.

If you don't select "Arkansas" you won't be able to view trainings offered

only in Arkansas.

STEP 12: Select your General Employment Category

If none apply select "Other-Not Listed" and continue on to step 15.

If you work at a Coop and you will select Educational Institutions.

STEP 13: If you are part of a COOP select "Educational Services Cooperatives"

STEP 14: Select your COOP.

STEP 15: Once all Selections are made click the "Submit" button

STEP 16: Click "Next" Button

STEP 17: Select UP to 3 Professional Roles that best match your position.

STEP 18: Select one of the Values for each Professional Role *if available*.

STEP 19: Click "Next" Button

STEP 20: Select UP to 3 Work Settings that best match your work environment.

STEP 21: Select one of the Values for each Work Setting *if available*.

STEP 22: Click "Next" Button

STEP 23: Select your appropriate information for each Demographic Information field.

STEP 24: Click "Next" Button

STEP 25: Select your NIMS Role

STEP 26: Click "Next" Button

STEP 27: Unless you are an Arkansas State Employee you will not have an AASIS Personnel Number there fore enter "99999"

STEP 28: Click "Next" Button

STEP 29: Click "Continue" Button

## **Your ATRAIN ACCOUNT is now set up!**

- If you need to update your account at any time click on "My Account" in the top right hand corner of your screen to update your information.
- Go to the Training and Education page of the Intranet for more information on:
  - How to Register for Courses on A-TRAIN
  - How to Complete an Assessment and/or Evaluation on A-TRAIN
  - How to Print Certificates from A-TRAIN

PHF-TRAIN powered by KMI's eLMS

Arkansas Department of Health

**A-TRAIN**

Thursday, March 14, 2013

Welcome Guest! | Login

Home Calendar Competencies About Help

Keyword or Course ID

Login Name

Password

☐ Remember My Login Credentials

[Forgot Login Name/Password](#)

**-OR-**

To add your course to TRAIN! Become a Course Provider

Welcome to TRAIN, the premier learning resource for professionals who protect the public's health. A free service of the Public Health Foundation, [www.train.org](http://www.train.org) is part of the newly expanded TrainingFinder Real-time Affiliate Integrated Network (TRAIN).

Through this site, you can:

- Quickly find and register for many courses listed on Train.org and participating TRAIN affiliate sites,
- Improve your learning with personal online transcripts,
- Access valuable materials, course reviews, and discussions to improve your learning experience, and
- Stay informed of the latest public health trainings for your area or expertise.

If this is your first visit, click "Create Account" on the left menu to register for TRAIN and start learning today!

If you already have an account, please enter your Login Name and Password in the text-boxes provided on the left menu and click "Login".

[Home Page for the Arkansas Department of Health](#)

[Home Page for the Public Health Foundation](#)

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4/8/2013

This is what the login screen for <https://ar.train.org/> looks like.

STEP 2: To Create an account click the "JOIN" button.

The screenshot shows the A-TRAIN website interface. At the top, there is a header with the Arkansas Department of Health logo and the A-TRAIN logo. Below the header, there is a navigation bar with links: Home, Calendar, Competencies, About, and Help. A search bar is also present with the text "Keyword or Course ID" and a "Advanced" link. The main content area displays a message: "Please read the following TRAIN policies carefully. If you agree to those policies, check the box below to continue with the registration. Note: You must agree to these policies to be able to access the TRAIN website." Below this message is a list of TRAIN Policies: 1. General Policies and Liability Terms, 2. Confidentiality Statement, 3. Learner Rights and Responsibilities, 4. Course Provider Rights and Responsibilities, and 5. Definitions. An orange arrow labeled "STEP 3" points to this list. Below the list is a checkbox labeled "I agree to these TRAIN policies" which is checked. An orange arrow labeled "STEP 4" points to this checkbox. Below the checkbox are two buttons: "Next" and "Cancel". An orange arrow labeled "STEP 5" points to the "Next" button. At the bottom of the page, there is a copyright notice: "© PHF 2003-2012- Confidentiality Statement" and a date: "4/8/2013".

STEP 3: Review Each of the TRAIN Policies before continuing.

STEP 4: Check the Box for "I agree to these TRAIN policies"

STEP 5: Click "Next" Button

Thursday, March 14, 2013

Home Calendar Competencies About Help

Keyword or Course ID

**Required Fields**

Login Name \*  a

Password \*

Confirm Password \*

First Name \*

Last Name \*

Title \*

Telephone (daytime) \*   
Example: (777)777-7777

Email \*

Confirm Email \*

Organization name \*

Department / Division \*

Address 1 \*

Country \*

State / Territory \*

City / Township / Town \*

Zip code / Postal code \*

County \*

Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password

Question \*

Answer \*

**Optional Fields**

Middle Name

Telephone (evening)

Daytime Extension

Pager

Fax

Mobile

Bureau/ Section

Address 2

☒ I would like to receive emails from TRAIN

☒ I would like to receive notifications about the site updates by email

4/8/2013

STEP 6: Complete ALL "Required Fields"

Organization name = Your Company Name

Department/Division = Your Department within the Company

STEP 7: Complete "Optional Fields" as desired.

STEP 8: Make sure **BOTH** boxes ARE checked so you will receive NECESSARY Emails.

STEP 9: Click "Next" Button

Arkansas Department of Health

Welcome Guest! | Login

**A-TRAIN**

Thursday, March 14, 2013

Home Calendar Competencies About Help

Keyword or Course ID

**Group Selection:** As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. TRAIN portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select. To participate on one or more portals, follow the instructions below.

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), "CDC Portal" (Centers for Disease Control and Prevention) or "HRSA Portal".
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work  .

**State Portal**  **STEP 10**

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

**MRC Portal**  **No Groups Selected**

To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

**CDC Portal**  **No Groups Selected**

To access additional HRSA content, you should also add the HRSA portal.

**HRSA Portal**  **No Groups Selected**

Note: You must select at least one portal.

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STEP 10: Click "Select Groups" button next to "State Portal"

The screenshot displays two sequential steps in a web application. On the left, a 'Select State' dropdown menu is open, showing a list of US states and territories. 'Arkansas' is highlighted in blue. An orange arrow labeled 'STEP 11' points to this menu. On the right, a 'Select Groups' window is open. It features a dropdown for the state (currently 'Arkansas'), radio buttons for 'Assignment mode' (with 'Simple' selected), and a 'Select General Employment Category' dropdown. This second dropdown is open, showing options like 'Arkansas Department of Health', 'Arkansas State Agency(s)', 'Educational Institutions' (which is highlighted in blue), 'Emergency Management', 'Emergency Medical Services', 'Fire Services', 'Hospitals', 'Law Enforcement', and 'Other - Not Listed'. An orange arrow labeled 'STEP 12' points to this second dropdown. At the bottom of the 'Select State' menu are 'Submit' and 'Cancel' buttons. The date '4/8/2013' is printed in the bottom right corner of the screenshot area.

STEP 11: Select “Arkansas” from the Drop down menu.

If you don’t select “Arkansas” you won’t be able to view trainings offered only in Arkansas.

STEP 12: Select your General Employment Category

If none apply select “Other-Not Listed” and continue on to step 15.

If you work at a Coop and you will select Educational Institutions.

The image displays two screenshots of a web application titled "Select Groups".

**Left Screenshot (Step 13):** The form shows the "Arkansas" state selected. Under "Assignment mode", "Simple" is selected. The "Educational Institutions" dropdown is open, showing options: "Select Academic Educational Institution", "Colleges/Universities", "Community Colleges", "Educational Service Cooperatives" (highlighted in blue), "Other", and "Pulaski County Schools". An orange arrow labeled "STEP 13" points to the "Educational Service Cooperatives" option.

**Right Screenshot (Steps 14 and 15):** The form shows the "Arkansas" state selected. Under "Assignment mode", "Simple" is selected. The "Educational Institutions" dropdown is set to "Educational Service Cooperatives". The "Select Academic Educational Institution" dropdown is open, showing a list of cooperatives: "Arch Ford Education Service Cooperative", "Arkansas River Education Service Cooperative", "Crowley's Ridge Educational Cooperative", "Dawson Education Service Cooperative", "DeQueen/Mena Education Cooperative", "Great Rivers Educational Cooperative", "Northcentral Arkansas Education Service Cooperative", "Northeast Arkansas Educational Cooperative" (highlighted in blue), "Northwest Arkansas Education Service Cooperative", "Ozarks Unlimited Resources Cooperative", "South Central Service Cooperative", "Southeast Arkansas Education Service Cooperative", "Southwest Arkansas Educational Cooperative", "Western Arkansas Education Service Cooperative", and "Wilbur D. Mills Education Service Cooperative". An orange arrow labeled "STEP 14" points to the "Northeast Arkansas Educational Cooperative" option. Below the list, there are "Submit" and "Cancel" buttons. An orange arrow labeled "STEP 15" points to the "Submit" button. The date "4/8/2013" is visible at the bottom right of the form.

STEP 13: If you are part of a COOP select “Educational Services Cooperatives”

STEP 14: Select your COOP.

STEP 15: Once all Selections are made click the “Submit” button



Arkansas Department of Health

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**A-TRAIN**

Thursday, March 14, 2013

Home Calendar Competencies About Help

Keyword or Course ID

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To participate on one or more portals, follow the instructions below.

1. Choose the "Select Groups" button next to the desired portal. "State Portal", "MRC Portal" (Medical Reserve Corps), "CDC Portal" (Centers for Disease Control and Prevention) or "HRSA Portal".
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

**State Portal**  **No Groups Selected**

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

**MRC Portal**  **No Groups Selected**

To access additional CDC TRAIN (Centers for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

**CDC Portal**  **No Groups Selected**

To access additional HRSA content, you should also add the HRSA portal.

**HRSA Portal**  **No Groups Selected**

Note: You must select at least one portal.

**STEP 16**

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4/8/2013

STEP 16: Click "Next" Button

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available.  
If the "Other" option is selected, please enter specialization.

Professional Role	Value
<input type="checkbox"/> Allied Health Professional	Select
<input type="checkbox"/> Administrator / Director / Manager	
<input type="checkbox"/> Administrative Support Staff	
<input type="checkbox"/> Animal Control Specialist / Veterinarian	
<input type="checkbox"/> Biostatistician	
<input type="checkbox"/> Childcare Provider	
<input type="checkbox"/> Communicable Disease / Infection Control Staff	
<input type="checkbox"/> Computer / Information Systems Specialist	
<input type="checkbox"/> Dental Professional	Select
<input type="checkbox"/> Emergency Responder	Select
<input checked="" type="checkbox"/> Environmental Health Professional	Select
<input type="checkbox"/> Epidemiologist / Surveillance Staff	Select
<input type="checkbox"/> Finance and Budget Staff	Engineer / Engineering Technician
<input type="checkbox"/> Food Services / Facilities Management Staff / Housekeeper	Environmental Health Specialist / Sanitarian
<input type="checkbox"/> Government Official	Food Safety Professional
<input type="checkbox"/> Health Educator	Hazardous Substances Professional
<input type="checkbox"/> Laboratory Professional / Technician	Industrial Hygienist
<input type="checkbox"/> Law Enforcement	Other Environmental Health
<input type="checkbox"/> Legal Professional	Radon Specialist
<input type="checkbox"/> Librarian / Information Specialist	Toxicologist
<input type="checkbox"/> Licensure / Inspection / Regulatory Specialist	
<input type="checkbox"/> Medical Examiner / Coroner	
<input type="checkbox"/> Mental and Behavioral Health Professional	Select
<input type="checkbox"/> Nurse	Select
<input type="checkbox"/> Occupational Health and Safety Personnel	
<input type="checkbox"/> Outreach / Field Worker	

4/8/2013

STEP 17: Select UP to 3 Professional Roles that best match your position.

STEP 18: Select one of the Values for each Professional Role *if available*.

<input checked="" type="checkbox"/>	Environmental Health Professional	Engineer / Engineering Technician
<input type="checkbox"/>	Epidemiologist / Surveillance Staff	
<input type="checkbox"/>	Finance and Budget Staff	
<input type="checkbox"/>	Food Services / Facilities Management Staff / Housekeeper	
<input type="checkbox"/>	Government Official	Select
<input type="checkbox"/>	Health Educator	
<input type="checkbox"/>	Laboratory Professional / Technician	
<input type="checkbox"/>	Law Enforcement	
<input type="checkbox"/>	Legal Professional	
<input type="checkbox"/>	Librarian / Information Specialist	
<input type="checkbox"/>	Licensure / Inspection / Regulatory Specialist	
<input type="checkbox"/>	Medical Examiner / Coroner	
<input type="checkbox"/>	Mental and Behavioral Health Professional	Select
<input type="checkbox"/>	Nurse	Select
<input type="checkbox"/>	Occupational Health and Safety Personnel	
<input type="checkbox"/>	Outreach / Field Worker	
<input type="checkbox"/>	Pharmacy Professional	Select
<input type="checkbox"/>	Physician	Select
<input type="checkbox"/>	Non-Physician Clinician	Select
<input type="checkbox"/>	Policy / Planner	
<input type="checkbox"/>	Program Specialist	
<input type="checkbox"/>	Public Health Official	
<input type="checkbox"/>	Public Relations / Media Specialist	
<input type="checkbox"/>	Researcher / Analyst	
<input type="checkbox"/>	Student	
<input type="checkbox"/>	Teacher / Faculty	
<input type="checkbox"/>	Volunteer	
<input type="checkbox"/>	Other (specify)	

Back Next

**STEP 19**

4/8/2013

STEP 19: Click "Next" Button

Health | Welcome Guest! | Login

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References About Help | Keyword or Course ID | Advanced

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.  
 Attribute category: Work Settings. Please choose at least 1 attribute(s).

Work Settings	Value
<input checked="" type="checkbox"/> Academic / Educational Institution	K-12
<input type="checkbox"/> Official Public Health Agencies	Select
<input type="checkbox"/> Military	K-12
<input type="checkbox"/> Other Government Agencies (except Military)	Pre- K / Childcare
<input type="checkbox"/> Healthcare Services	University / Higher Education
<input type="checkbox"/> Indian Health Service	Select
<input type="checkbox"/> Tribal Health Sites	
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	
<input type="checkbox"/> Private Industry (except Healthcare)	
<input type="checkbox"/> Other (specify)	

Back Next

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4/8/2013

STEP 20: Select UP to 3 Work Settings that best match your work environment.

STEP 21: Select one of the Values for each Work Setting *if available*.

STEP 22: Click "Next" Button

PLEASE SELECT APPROPRIATE DEMOGRAPHIC INFORMATION (OPTIONAL).

Demographic Information	Value
Education level (highest attained)	Select
Sex	Select
Ethnicity	Select
Race	Select
Birth Date	<input type="text"/> (Format: MM/DD/YYYY)
Primary Language	Select
Secondary Language	Select

4/8/2013

STEP 23: Select your appropriate information for each Demographic Information field.

STEP 24: Click "Next" Button

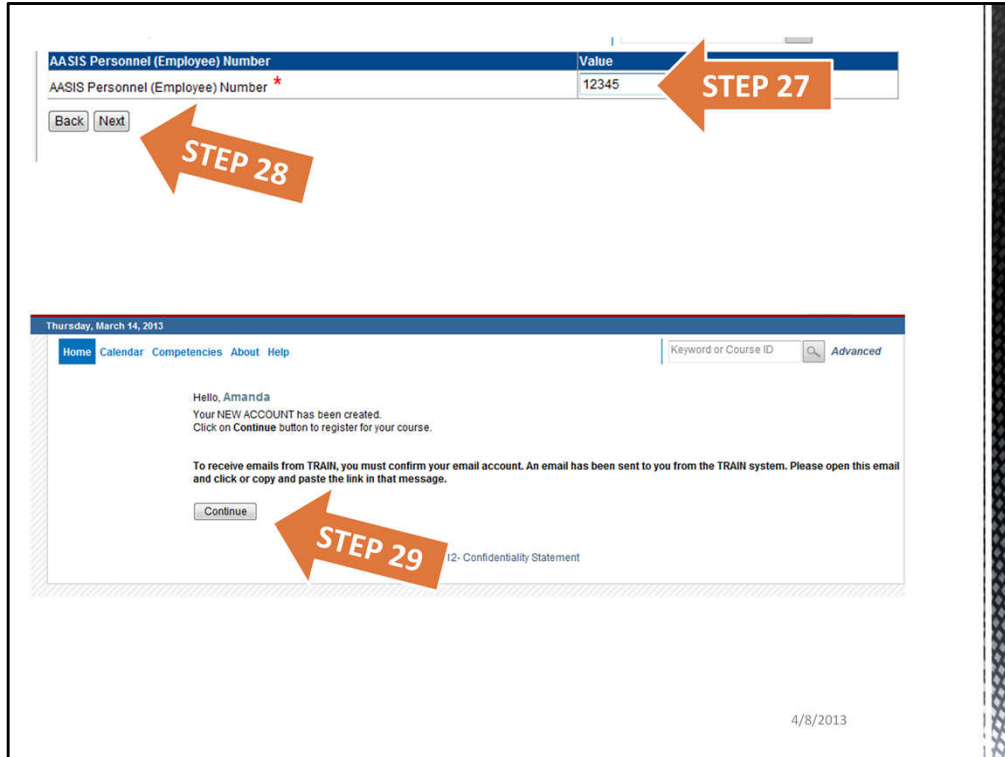
The image contains two screenshots of a web application interface, likely for NIMS (National Incident Management System) role selection.

**Top Screenshot:** The interface shows a table with columns 'NIMS Role' and 'Value'. The 'NIMS Role' column has a dropdown menu open, showing 'Entry-level' selected. An orange arrow labeled 'STEP 25' points to the 'Entry-level' option. Below the table, there is a 'Back' button and a list of roles: 'First line supervisors', 'Middle Management (to include anyone with an EOC role)', and 'Command & General Staff (to include Agency/Department Heads with an EOC function, PIOs, Safety Officers, ICS Section Leads)'. A search bar at the top right contains the text 'Keyword or Course ID'.

**Bottom Screenshot:** The interface shows the same table, but the dropdown menu is closed. The 'Entry-level' option is still visible in the table. An orange arrow labeled 'STEP 26' points to the 'Next' button, which is located next to the 'Back' button.

STEP 25: Select your NIMS Role

STEP 26: Click "Next" Button



The screenshot displays a web interface for AASIS Personnel registration. At the top, a blue header bar contains the text "AASIS Personnel (Employee) Number". Below this, a form field is labeled "AASIS Personnel (Employee) Number \*" and contains the value "12345". To the right of the form field is a blue button labeled "Value". An orange arrow labeled "STEP 27" points to the "Value" button. Below the form field are two buttons: "Back" and "Next". An orange arrow labeled "STEP 28" points to the "Next" button. Below the "Next" button is a large orange arrow labeled "STEP 29" pointing to the "Continue" button. The "Continue" button is located below a message that reads: "Hello, Amanda. Your NEW ACCOUNT has been created. Click on Continue button to register for your course." Below this message is a link that reads: "To receive emails from TRAIN, you must confirm your email account. An email has been sent to you from the TRAIN system. Please open this email and click or copy and paste the link in that message." Below the link is a "Continue" button. At the bottom right of the page, the date "4/8/2013" is displayed.

Thursday, March 14, 2013

Home Calendar Competencies About Help

Keyword or Course ID  Advanced

Hello, Amanda  
Your NEW ACCOUNT has been created.  
Click on Continue button to register for your course.

To receive emails from TRAIN, you must confirm your email account. An email has been sent to you from the TRAIN system. Please open this email and click or copy and paste the link in that message.

Continue

12- Confidentiality Statement

4/8/2013

STEP 27: Unless you are an Arkansas State Employee you will not have an AASIS Personnel Number there fore enter "99999"

STEP 28: Click "Next" Button

STEP 29: Click "Continue" Button

Your ATRAIN ACCOUNT is now set up!

Arkansas Department of Health

Welcome Amanda | My Account | Logout

**A-TRAIN**

Thursday, March 14, 2013

Home | Calendar | Competency Assessment | Resources | Discussions | Help

Keyword or Course ID  Advanced

**Announcements**

Back Pause Next

**Upcoming Events**

- Practice in Action Webinar Series : 3/14/2013 Public Health, Farmers Markets and Food Access: Lessons Learned Working... (more)
- Business Objects Basics : 3/18/2013 (more)
- Orientation to ADH and Public Health : 3/19/2013 - 3/20/2013 N.E.O. is a mandatory two day session designed to provide new employees... (more)
- Crisis and Emergency Risk Communication Training (CERC) : 3/21/2013 - 3/22/2013 Effective communication is a "resource multiplier" during a crisis... (more)
- TB Technical Instructions for Civil Surgeons: Implications for Health Departments : 4/3/2013 (more)
- HIV Crisis Among Gay, Bisexual, and other Men who have Sex with Men (MSM) in CT and RI: Terminology, Trends and Innovative Programs : 4/16/2013 (more)
- Business Objects Basics : 4/22/2013 (more)
- Joint Criminal-Epidemiological Investigations Workshop : 5/6/2013 - 5/9/2013 (more)
- Business Objects Basics : 5/17/2013 (more)
- Joint Criminal-Epidemiological Investigations Workshop : 5/30/2013 - 5/31/2013 (more)
- Advanced STD Intervention ( ASTDI ) : 7/30/2013 - 8/2/2013 (more)

Open Calendar | Search by Date

**Amanda Dashboard**

My Action Items

There are no action items pending.

- My Learning
- My Certificates
- My Training Plans
- My Surveys
- My Links

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